

State Archives Transfer and Packing Information

Helpful Tips and Reminders

Items not Eligible for Transfer to the State Archives

Office records that are considered to be Transitory Information, and items that are not state records, are not eligible for archival transfer and should be removed. Some examples are:

- Documents for phone and other billing, payroll, travel, property, Media/Photo orders, supplies
- Journals, Special Laws, directories, and other routine publications
- Plaques and other honorary objects
- Blank stationery and extra office supplies

Tips and Reminders for Packing Boxes and Preparing for Transfer to the State Archives

See Records Storage Procedures at <https://www.tsl.texas.gov/arc/faq/packing.html>

- Use ONLY one cubic foot double-walled boxes (available in your Purchasing/Supply dept.)
- Boxes should be correctly assembled and numbered, do not tape lids to box
- No hanging file folders – put contents into a labeled folder or wallet
- Records in labeled regular folders or wallets, placed vertically and facing long side of box, labels facing same direction
- Boxes filled so that files stand upright, but not over-filled so that a file can't easily be removed and replaced
- Records placed in same order as they were filed in office – alphabetical/numerical/chronological – and groups of the same type of records put in consecutive boxes
- Binders put in box so that lid fits – usually stacked horizontally – or put binder contents in a labeled folder or wallet instead
- Inventory of boxes made that lists the types and date spans of records contained in each numbered box; can also list the names and dates for each folder in the box. Staff may create a Word document inventory list or use the Transfer of Records form.

Checklist Before Requesting Pick-Up and Permanent Transfer of Boxes to State Archives

- Boxes are in good order and clearly labeled (see above)
- Inventory list has been created (retain copy for your files)
- Member has signed the Statement of Intent form addressing Govt. Codes §306 and §323
- Place Statement of Intent, Inventory List and/or Transfer of Records form in the top of Box 1
- Contact your records management officer for instructions and when boxes are ready for pick-up (Senate: Nanci Longoria, 512-463-0100; House: James Freeman, 512-463-0865)

Other Resources at Texas State Library and Archives Commission (TSLAC)

- Legislative FAQ webpage and records management manual
<https://www.tsl.texas.gov/arc/faqforleg/faqindex.html>
- Contact Archivist Susan Floyd via email at sfloyd@tsl.texas.gov or by phone at 512-463-5506 with any questions about preparing records for transfer to the State Archives